MARINE CORPS MOBILIZATION COMMAND

SAO Tool Kit Operational Planning Team

November 2005

Marine Corps Mobilization Command

Tool Kit
Operational Planning Team

Mission:

To develop a "Kit of Tools" that can be utilized by the SAO in planning, implementation, and close out of the MORDT Inspection. This "kit of tools" will be developed in order to enhance the understanding of the responsibilities of the SAO as the OIC of the MORDT inspection process.

Commanders Guidance:

SAO Tool Kit OPT will review existing SAO preparation requirements for assessment activities. This OPT will define requirements that the SAO will perform prior to deployment of the team to the site. Additionally this OPT will develop a set of products that will become the "tool kit" for SAO's. This OPT will define the future state which shows how the tool kit will be used and benefit the execution of SAO activities.

End-State:

Deliverable from this OPT will be the tool kit that is ready to be used in the next set of assessments now scheduled for Dec 05

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Deliverables for Brain Storming

Planning	Implementation (Execution)	Close-Out
1. LOI for each team. A. Distributed the prior to the pre-drill conference call. B. Identifies all team members to include roles. C. Crib sheet included. D. Flight information of all members of the team. E. Emergency contact number for the “no link” up plan. F. Mission/Expectations of MORDT team. G. Rally/Link up Plan H. Policy for unit route recon I. Uniform of day	1. Binder for unit commander A. MORDT Checklist B. SAO In-Breif C. Blank AAR's D. Blank Executive summary E. Notional Timeline	1. Briefing Checklist A. Outbrief to unit B. Outbrief on hot wash
2. Unit requirements A. Contents of letter from MFR G-7. A.1. Dedicated work space with computer with connectivity, printer, and phone assets. A.2. Conference room with proxima.	2. SAO/SEA Walk-In Checklist (Team confidential and subjective) 3. Code of Conduct A. SAO Expectations of team. B. SAO End State	2. Docs to be left behind A. Executive Summary B. AAR C. Checklists

COA Opportunities / Down Selection of COA to be Developed

Process as

1. Create a desktop procedure and understand if it addresses the guidelines that we want to regarding planning, implementation, and Close-Out
2. All Training and Knowledge for SAO / SEA should be resident in the SOP.
3. All Tools should be resident within the SOP
   *Link to give the SAO a feel on "Most freq asked questions" / "Trends"
4. Rough timeline for SEA and SAO activity during the inspection.
5. Activities of the unit that the SAO/SEA can anticipate.
6. Contingency plan for "systems down"*Hard copies of documents that reside on the web-site for use should systems go down.
7. Discuss routing of: *AAR, *P4, *Checklist, *Executive Summary (Awaiting OIC approval)
8. Discussion on how we conduct a MORDT / CGI inspection
9. Guidance on how to coordinate the inspection process of multiple units:
   *Actions on each GMA's
   *Multiple RUC's for one inspection team
   *How to report the findings on Executive Summary

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Recommended Process Planning Flow-Chart

Received Mission

Info to be provided by

MOBCOM

MOBCOM Coordinating Instructions

Begin Planning

Criteria for LOI

Sample LOI

Contact Team

Call List

Issue LOI to Team

Crib Sheet

Flight Information

Code of Conduct

Topics to be discussed prior to Insert

48 Hrs Notice

Letter sent to unit

SAO Conf Call w/HQ

MOBCOM Coordinating Instructions

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Recommended Process Execution Flow-Chart

Binder for CO/I&I

SAO Walki -In Checklis t

SAO In terview

Unit Cmdr's AAR

Corrective Action Report

Exec Summ ary

Notional Timeli ne

MORDT Order

SAO/SE A Walk-In checklis t

Sample C hecklist

Muster

Standardiz ed procedu res

Recall

Example of a Recall Sheet

ROE for Re call

Recall Dire ctives

Info for Unit

Deploymen t Informa tion

Family Re adiness

Embark Trng

KVN Info

Color Code of Exemption s

Color Code Examples

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Recommended Process Close-Out Flow-Chart

Briefing Checklist

Outbrief to unit

Hot Wash to HQ

Deliverable document to unit

Executive Summary

Scorecard & Checklist

Info to be provided at Outbrief

Info to be provided to unit upon final de-brief

Post MORDT Actions

MORDT Coordinating Instructions

Recommended Actions In Order to Complete Concept

- Identify FAQs
- Modify MORDT Order
- Billet Expectations for each team member (similar to F